

**BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS
MINUTES**

DATE: November 5, 2018

TIME: 9:00 a.m. Central Time

LOCATION: Iris Room
665 Mainstream Drive
Ground Floor, Iris Conference Room
Nashville, TN 37243

MEMBERS PRESENT: Juanita Honeycutt, Board Chair
Florence Weierbach, PhD., Vice Chair
Marilyn Key, Nursing Home Administrator
Lakecia Harper, Nursing Home Administrator
Vincent Davis, Director, Health Care Facilities

MEMBERS(S) ABSENT: Barbara Trautman, Consumer Member
Jano Janoyan, Physician
Cynthia Wheeler, NHA
Nyda Bays, Nursing Home Administrator

STAFF PRESENT: Michael Sobowale, Unit Director
Mary V. Webb, Board Manager
Caroline Tippens, Assistant General Counsel

GUESTS: Linda Estes, Representative, Tennessee Health Care Association

1. Call to Order

Ms. Mary Webb conducted a roll call vote. With a quorum being present, Ms. Honeycutt called the meeting to order at 9:06 A.M.

2. Minutes

A motion was made by Marilyn Key, seconded by Weierbach, to approve the minutes of the November August 6, 2018, board meeting as written. The motion carried.

3. Office of General Counsel Report

A. Legal Report

Caroline Tippens, Assistant General Counsel, presented the Office of General Counsel report. There are no open cases for the board. There are no rules in process. Ms. Tippens informed the Board that the Board of Licensing for Health Care Facilities has approved a joint task force to discuss/ revise rules due to the existing overlap in the rules between the two boards. Dates for the 2019 meetings have yet to be set.

B. Order of Compliance – Jane Roberts

Ms. Tippens presented an Order of Compliance on Jane Roberts. Ms. Tippens explained that Ms. Roberts had met all requirements per the board order and was seeking to have her license reinstated. Ms. Roberts was represented by Attorney Gordon Foster. After review and discussion, a motion was made by Mr. Davis, seconded by Dr. Weierbach, to approve the Order of Compliance. The motion carried.

4. Office of Investigations

Rachael Foutch, Legal Assistant in the Office of Investigations, presented the investigative and disciplinary report as follows: there are eight (8) complaints open; two (2) complaints are for unlicensed practice, five (5) for unprofessional conduct and one (1) for failure to supervise. The office is currently monitoring one (1) practitioner; this individual has not paid any of her penalties, therefore she is still under probation.

5. Reports and/or request from the Division of Health Licensure and Regulations

Noranda French, representative from the Fiscal Office, presented the following year end report as follows: For fiscal year ending 2018 Administration had allocated expenditures for \$5,465.29, Investigations - \$14,158.47, Legal - \$9,672.74, Cash Office - \$530.38, for a total allocated expenditures of \$29,826.89. The Total Expenditures were \$98,468.92, the Board Revenue fee was \$92,445.00, with a current year net of (\$6,023.92). LARS improvement for the Board of Examiners for Nursing Home Administrators totaled \$4,416.95, with a cumulative carryover of \$194,855.64.

6. Applicant Interviews/File Reviews

A. AIT Applicants

- 1. Charlotte Ann-Scurlock-Moore-** Ms. Scurlock-Moore was not present. She was requesting an AIT. After review and discussion by the board, a motion was made by Dr. Weierbach, seconded by Ms. Key, to approve Ms. Scurlock-Moore for the AIT program. The motion carried.
- 2. Corteney Elizabeth Krickel --** Ms. Krickel was present. After review and discussion by the board, a motion was made by Dr Weierbach, seconded by Ms. Key, to approve Ms. Krickel for the AIT program. The motion carried.

3. **Taylor Lynn Darby-** Ms. Darby was present. After review and discussion by the Board, a motion was made by Mr. Davis, seconded by Ms. Key, to approve Ms. Darby for the AIT program. The motion carried.
4. **Whitney Morgan Rumsey-** Ms. Rumsey was present. After a review and discussion by the board, a motion was made by Ms. Harper, seconded by Mr. Davis, to approve Ms. Rumsey for the AIT program. The motion carried.
5. **Alex Waybe Butaud-** Mr. Butaud was not present. After review and discussion by the board, a motion was made by Ms. Harper, seconded by Dr. Weierbach, to approve Ms. Butaud for the AIT program. The motion carried.
6. **Luke Bucher –** Mr. Bucher was not present. After review and discussion, a motion was made by Dr. Weierbach, seconded by Mr. Davis, to approve Mr. Bucher for the AIT program. The motion carried.
7. **Brittany Mitchell –** Ms. Mitchell was not present. After review and discussion, a motion was made by Dr. Weierbach, seconded by Ms. Key, to approve Ms. Mitchell for the AIT program. The motion carried.
8. **Charles Powell –** Mr. Powell was not present. After review and discussion, a motion was made by Dr. Weierbach, seconded by Mr. Davis, to approve Mr. Powell for the AIT program. The motion carried.

B. Reciprocity Applicants

1. **Theodore Ivan Marcus -** Mr. Marcus was not present. After review and discussion, a motion was made by Dr. Weierbach, seconded by Mr. Davis, to approve Mr. Marcus for licensure by reciprocity. The motion carried.
2. **Brandi Leigh Bailey -** Ms. Bailey was not present. After a review and discussion by the board, a motion was made by Dr. Weierbach, seconded by Ms. Key, to approve Ms. Bailey for licensure by reciprocity. The motion carried.

3. C. NAB Applicant

1. **Kyle Joseph Regan –** Mr. Regan was not present. After review and discussion, a motion was made by Dr. Weierbach, seconded by Ms. Harper, to approve Mr. Regan to sit for the NAB examination. The motion carried.
2. **Malik Hakeem-** Mr. Hakeem was not present. After review and discussion, a motion was made by Mr. Davis, seconded by Dr. Weierbach, to approve Mr. Hakeem to sit for the NAB examination. The motion carried.

D. Other Applicant Requests

1. **Daniel Goodge** - Mr. Goodge was present. Mr. Goodge appeared before the board to request a change in his preceptor and also, that he is deficient three (3) weeks of completing the additional hours. Mr. Goodge requested that the hours he has already completed will suffice for completing his AIT program. After review and discussion with the Board, a motion was made by Mr. Davis, seconded by Ms. Key, to approve the preceptor change request and allow Mr. Goodge to submit hours already completed for the AIT program; after Mr. Goodge has submitted new forms of the preceptor change, he will be allowed to sit for the NAB examination. The motion carried.

2. **Tonia Hale** – Ms. Hale was present. Ms. Hale appeared before the board to request a change in her AIT program to a limited 400 hour AIT. Ms. Hale explained that she is the Chief Operating Officer of her facility and could provide the board with proof of documentation of her current position. A motion was made by Mr. Davis, seconded by Ms. Harper, to approve the limited 400 hour AIT program upon receipt to the board of proof of her position at her facility. The motion carried.

7. Ratification of Initial Determinations

A motion was made by Mr. Davis, seconded by Dr. Weierbach, to approve the newly licensed for the time period of 5/29/18/-8/2/18: The motion carried.

Initial

Zachary Bell
Jeanne Franks
Joe Edward Gamble
Nicole Marie Jackson
Mrs Elizabeth Lawler Lescoe

A motion was made by Mr. Davis, seconded by Ms. Harper, to approve the reinstatements licensed for the time period of 5/29/18/-8/2/18. The motion carried.

Reinstatements

Rita Faye Crabtree
Melanie Dawn Scott
Christina Raye Wilson

A motion was made by Mr. Davis, seconded by Ms. Harper, to approve the preceptor applicants for the time period of 5/29/18/-8/2/18. The motion carried.

Preceptor Applicants

Courtney Bledsoe
Joseph Njezic
Christopher M. Gustin
Wendy Melton

8. Administrator's Report

Ms. Webb reported that there are 798 active nursing home administrators as of October 29, 2018. She also provided an account of board licensure activities from August 3, 2018 through October 29, 2018 as follows:

- New Applications received-14
- New licenses issued-8
- Reinstatements issued-3
- Number of paper renewals-24
- Number of renewals online- 0
- Number of renewals in VO - 62
- Number of licensees who retired-1
- Failed to renew/Expired Applications-9

Ms. Webb reported that due to a coding error when the online renewals went live on May 22, 2018, the system to calculate the percentages of online renewals are incorrect and not available at this time.

Travel

As January 1, 2018, the maximum hotel rate increased to \$170.00 per night. The mileage remains .47 cents per mile. The meals remain \$44.25 per day for overnight stay.

Board Composition

All Board positions are currently filled.

9. Other Board business

1. Waiver Approval List from Health Care Facilities - the board reviewed the licensure waiver approval list presented by the Office of Healthcare Facilities as follows:

Signature HealthCare of Portland Rehab & wellness Center, Portland #270
215 Highland Circle Drive
Portland, TN 37148
Brandi Bailey, Temporary Administrator
Approved through October 2, 2019

10. Correspondence.

- A. A request for Approval of continuing education courses from the 2018 Leading Age OH annual meeting was submitted by David C. Zack, Director of Operations, Senior Living Services at United Church Homes, Inc, Englewood, OH. After review and discussion, a motion was made by Mr. Davis, seconded by Dr. Weierbach, to approve the request. The motion carried.

- B. Sharon Black, NHA, requested approval to take the preceptor course through the NAB. After review and discussion by the board, Dr. Weierbach asked if there was a need for an additional course, or an online course. She further stated that she would like additional information pertaining to the NAB preceptor course. A motion was made by Dr. Weierbach, seconded by Mr. Davis to reach out to NAB to request additional information about their preceptor course. The motion carried.

11. Discuss and take action if needed, regarding rulemaking hearings, rule amendments, and policies

There were no rule changes, rulemaking hearings, or policies to discuss at this meeting.

12. Discuss and take action if needed, regarding legislation

There were no legislative actions to discuss.

13. Adjournment

There being no further business, a motion was made by Ms. Harper, and seconded by Dr. Weierbach, to adjourn the meeting at 12:23 P.M. The motion carried.

Juanita Honeycutt, NHA, Chair

Date

These minutes were ratified by the Board at the March 4, 2019 meeting